



HORNSEA TOWN COUNCIL

Public Participation Policy

Public participation is welcomed at The Town Council meeting. Set out below is guidance surrounding participation by members of the public at meetings:

1. Public participation will be included in all Town Council agendas; it is at this time in the meeting where members of the public may speak
2. Public Participation will take place at the end of the Town Council meeting
3. Questions or statements at Town Council meetings can be on any reasonable matter relative to the Town Council and its work/business.
4. Members of the public are not permitted to make any comment on specific planning applications. Only comments on planning in general will be heard.
5. Speeches/questions etc by members of the public will be time limited. Public participation shall take no longer than 15 minutes in total.
6. Only one person is permitted to speak at any time. The member of public should raise their hand when wishing to speak; the Chair will decide the order in which members of the public speak. When speaking they should stand if they wish to
7. To take part in public participation you must be present at the meeting to ask your question or make your statement.
8. Any comments made or questions asked should be directed at the Chair. You should state which agenda item (where relevant) your question is regarding.
9. Every effort will be made to give a response at the meeting; any response will be included in the minutes of the meeting which will be published on the Town Council's website.
10. A verbal response may be provided to you by the Chair, a Council member or Council Officer, through the Chair.
11. The public question should not start a discussion.

12. Members of the public will not have an automatic right to reply to the response given; the Chair may consider a request to reply if made
13. A request for the Town Council to pursue a public services matter with a public sector body will only be pursued if the requestor has evidence they have attempted to do this themselves first.
14. The Chair has the ultimate say at meetings and anyone felt to be behaving inappropriately or acting disrespectfully towards others in the meeting will be excluded from the meeting.

Please note that audio and video recording of Council meetings is welcomed.

Any member of public wishing to submit a petition should notify the Town Clerk and/or Chairman.

Ultimately, the Chairman controls and has order over the meeting.

February 2020